

# FACILITIES



2012  
NORTH CAROLINA  
— PUBLIC LIBRARY —  
STANDARDS

# FACILITIES



## Public Value

To create library spaces that offer the community a compelling invitation to explore, gather, and engage, and to ensure equitable access to resources through appropriate infrastructure and up-to-date technology.

### COMMUNITY ANCHOR

**BENCHMARK:** Library facilities express the community's pride in its past, confidence in its present, and hope for its future.

- Assess community perceptions of library facilities.
- Provide access to library facilities for cultural and community activities.
- Promote the library as a cultural and civic partner in the community.

**OUTCOME:** Community recognizes the library as cultural capital and as a symbol of civic pride.

### DESIGN

**BENCHMARK:** Library facilities are designed to support the library's long-range plan.

- Provide an open, flexible building design that accommodates current and future uses.
- Provide space to implement a full range of services consistent with the library's long-range plan.
- Provide a well-designed interior that encourages self-directed and group use of the library, supports staff efficiency, and promotes eco-friendly practices.
- Use signage that offers information at the point of need and frames that information from the customer perspective.

**OUTCOME:** Community members have access to a comfortable, efficient, up-to-date, and inviting library.



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### ACCESS

**BENCHMARK:** Library facilities provide convenient, safe, and easy access to library services.

- Provide library service for all residents of the jurisdiction at geographic locations requiring no more than a 20 minute drive in metropolitan areas or a 30 minute drive in rural areas, or establish other service targets based on unique community needs.
- Provide a convenient method to return materials 24 hours a day.
- Offer sufficient, well-lighted parking located near or adjacent to the facility.
- Provide a well-lighted exterior with signage that clearly identifies the building from the street.
- Meet current safety and fire codes, and be accessible to all members of the community, conforming to American with Disabilities Act (ADA) Standards.

**OUTCOME:** Community members have convenient, safe, and easy access to library services.

### TECHNOLOGY INFRASTRUCTURE

**BENCHMARK:** Library facilities support the implementation of changing technologies.

- Provide, sustain, and refresh the library's technology infrastructure to appropriately support library operations and services.
- Consider new technologies for connectivity and telecommunications when planning new or remodeled facilities.
- Have sufficient devices and bandwidth to build, stimulate, and accommodate user demand.
- Ensure participation in digital technology for all people.

*continued*



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### TECHNOLOGY INFRASTRUCTURE

- Provide and sustain a technology infrastructure to support and integrate with statewide, regional and other resource sharing services, initiatives, and consortia.

**OUTCOME:** Community members experience robust, secure, and sustainable technology services.

### CONNECTIVITY

**BENCHMARK:** Library provides a dedicated Internet connection that supports simultaneous use by all computer workstations while running intensive broadband applications.

- Ensure high speed connectivity by implementing the highest and most robust bandwidth necessary to meet community needs.
- Offer quality wired and wireless connectivity for use by patrons and staff.
- Adopt current industry standards for physical networking and wireless networking in conjunction with library renovations or new construction.
- Assess network infrastructure annually or as part of the library's technology planning process.

**OUTCOME:** Community members experience consistent, high quality, and sustainable broadband connectivity.



## Management

To ensure efficient operation, proper maintenance, and timely implementation of needed improvements for all library spaces.

### ASSESSMENT / PLANNING

**BENCHMARK:** Library Administration has a current plan for anticipated facility renovation, expansion, and/or construction.

- Prepare a long-range facility plan that addresses projected growth and changing community needs.
- Review facility plan annually and revise plan at least every 5 years.
- Analyze usage statistics to ensure library facilities meet current demands of the community
- Seek the professional expertise of a library planner and/or library architect for any new construction or major remodeling.

**OUTCOME:** Community members enjoy library facilities that are appropriately sized and designed to meet their needs.

### RESOURCE MANAGEMENT

**BENCHMARK:** Library Administration has written policies and guidelines necessary for maintaining and improving facilities.

- Dedicate expenditures for capital improvements and facility maintenance.
- Maintain a schedule for regular maintenance of buildings and grounds.
- Develop a facilities plan that includes a schedule for refurbishing existing facilities.
- Establish a disaster response and recovery procedure.
- Promote energy efficiency, use of natural daylight, waste reduction, and improvement of air quality by incorporating sustainable building features into renovations or new construction.

**OUTCOME:** Community members have access to clean, inviting, and well-maintained library facilities.

# FACILITIES



## Community Engagement

To establish the library as a community anchor by pursuing public input and local partnerships during facility planning, design, and renovation.

### PARTNERSHIPS

**BENCHMARK:** Library Administration engages the community in the facility planning process.

- Seek community input for all renovation and construction projects.

**OUTCOME:** Community members take pride in the library facility.

### COLLABORATIVE SPACES

**BENCHMARK:** Library facilities are designed to maximize opportunities for community collaborations.

- Provide meeting rooms and other spaces for community programs and events.
- Participate in cooperative planning and programming with local agencies and organizations.

**OUTCOME:** Community benefits from facilities that enable collaboration.